

**CITY OF SANTA FE  
REGULAR COUNCIL MEETING  
JUNE 9, 2022 7:00 P.M.  
COUNCIL CHAMBERS  
12002 HWY. 6, SANTA FE, TEXAS**

**MINUTES**

The meeting was called to order at 7:00 p.m. by Mayor Pittman.

Roll Call: Present: Mayor Bill Pittman  
Councilmember Brandon Noto  
Councilmember Jason O'Brien  
Councilmember Melanie Collins  
Councilmember John Dickerson  
Councilmember Dana Marks

Absent: None

The invocation was given by Councilmember Noto, who then led those present in the Pledge of Allegiance to the U. S. Flag and to the Texas Flag.

**Mayor's and City Manager's Report:**

Mayor Pittman did not have a report for the meeting.

1. The minutes of the 5/12/2022 regular meeting, 5/17/2022 special meeting, 5/26/2022 regular meeting, 5/26/2022 special joint meeting, 5/31/2022 special joint meeting, 5/31/2022 special meeting and 6/2/2022 special meeting were approved as presented.

2. Presentation of departmental reports by staff, specifically a recap of the activities performed during the previous month and a report of upcoming activities, events, and projects on the horizon

Mayor Pittman said that, in accordance with the direction given by Council in its May 31, 2022 special meeting, oral staff reports will be limited to items of special importance to the public. Routine information will still be presented in writing.

- 1) Community Services – building permits issued, fees collected, inspections performed
- 2) Parks and Community Center – park maintenance activities, center rental statistics. Library Director Becky McClain informed those present that on June 25, 2022 from 10:00 a.m. through 2:00 p.m. at Joe Tambrella park, the pocket market will give free ice cream to the first 100 children.
- 3) Municipal Court – cases filed, revenue collected, warrants issued and cleared
- 4) Police – calls for service statistics, traffic crash analysis, use of force incidents. Chief Walter Braun said that traffic law enforcement efforts have been increased in response to requests from the public. Once the department is fully staffed, one officer will be assigned to traffic enforcement.
- 5) Fire Marshal – inspection activities. Fire Marshal Tony Dauphine noted that the drought index is high, and a burn ban is expected by Monday. Commercial businesses will be inspected for life safety compliance in the upcoming weeks. Those wishing to have their fire extinguishers inspected have an opportunity to do so at a special upcoming event at Fire Station 1 on June 17, 2022 from 8:00 a.m. to noon.
- 6) Library – patron and program attendance, circulation material statistics, fines and donations collected
- 7) Street – drainage projects, street maintenance and improvement activities, equipment maintenance. Street Superintendent Billy Creppon informed Council that the patching and stabilization of Cemetery Road will be complete by the end of the year.
- 8) Resiliency Center – counseling statistics, including new and continuing clients, for individual and family sessions
- 9) Finance – city finance activities (including cash flow, financial reports, PID development bond issuance, utility audit services, PEG channel development, capital improvement plan), SFEDC project updates, and FY2022 2<sup>nd</sup> Quarter Investment Report. Acting City Manager/Finance Director Rudy Zepeda will present the finance report at the second meeting of each month, which will allow him time to actually collect the previous month's tax receipt information.

**Citizen's Comments:**

None.

**Business:**

**New Business:**

**1. Consideration and possible action: Review of submitted proposals/qualifications, awarding a disaster debris removal services contract (COSFTX-RFP/RFQ-002), and providing an effective date**

Acting City Manager/Finance Director Rudy Zepeda explained that the City's existing disaster debris removal contract has expired, and this item allows Council to select a company for a new contract. He read the bid amounts aloud and said that staff recommends that CrowderGulf, LLC be awarded the contract. In response to a question from Council, Street Superintendent Billy Creppon said that the City has used CrowderGulf before, and the company performed well and was responsive.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to award COSFTX-RFP/RFQ-002 to CrowderGulf, LLC upon receipt of an executed contract. The motion passed the roll call vote unanimously.

**2. Consideration and possible action: Review of submitted proposals/qualifications, awarding a disaster debris removal monitoring services contract (COSFTX-RFP/RFQ-003), and providing an effective date**

Acting City Manager/Finance Director Rudy Zepeda read the bid amounts aloud and said that staff recommends that Rostan Solutions, LLC be awarded the contract.

Motion by Councilmember O'Brien, seconded by Councilmember Noto, to award COSFTX-RFP/RFQ-003 to Rostan Solutions, LLC upon receipt of an executed contract. The motion passed the roll call vote unanimously.

**3. Consideration and possible action: Review of submitted proposals/qualifications, awarding the Hazard Mitigation Grant Program (HMGP) Engineering (COSFTX-RFP/RFQ-004), and providing an effective date**

Acting City Manager/Finance Director Rudy Zepeda informed Council that this grant is for the removal of structures from the floodplain and will be in the approximate amount of \$1,000,000 with a 10% match required from the City. He will work with the incoming City Engineer for ideas on which structures to remove and will try to have the information ready for the next regular Council meeting. Mr. Zepeda said that staff recommends that GC Engineering, Inc. be awarded the contract, which staff believes is prudent given their qualifications and that the City has not used them in the past, which helps demonstrate to the public that the City is fair in its selection process. In response to a question from Council, Mr. Zepeda confirmed that the City would not have to expend money on the project or the engineer unless it is awarded the grant, and in which case, the bond issuance that the City just completed should be able to serve as the City's 10% matching funds.

Motion by Councilmember Noto, seconded by Councilmember Dickerson, to award COSFTX-RFP/RFQ-004 to GC Engineering, Inc. upon receipt of an executed contract. The motion passed the roll call vote unanimously.

**4. Consideration and possible action: Review of submitted proposals/qualifications, awarding the Hazard Mitigation Grant Program (HMGP) Administration Services (COSFTX-RFP/RFQ-005), and providing an effective date**

Acting City Manager/Finance Director Rudy Zepeda noted that this is related to Item 3. He read the bid amounts aloud and said that staff recommends that Langford Community Management Services, Inc. be awarded the contract. The cost for the services, he said, would be paid for using funds from the grant itself.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to award COSFTX-RFP/RFQ-005 to Langford Community Management Services, Inc. upon receipt of an executed contract. The motion passed the roll call vote unanimously.

**5. Consideration and possible action: Review of submitted proposals/qualifications, awarding the ARPA – Ave P engineering/architectural/surveying services contract (COSFTX-RFP/RFQ-007), and providing an effective date**

Acting City Manager/Finance Director Rudy Zepeda said that the City has already approved an administrative services contract for this grant award. With only two bids received for this contract, he said, the bids received do not seem diverse enough, and staff recommends that Council reject all bids received for this item and authorize the reissuance of COSFTX-RFP/RFQ-007.

Motion by Councilmember Dickerson, seconded by Councilmember O'Brien, to reject all bids for COSFTX-RFP/RFQ-007 and to authorize the reissuance of COSFTX-RFP/RFQ-007. The motion passed the roll call vote unanimously.

**6. Consideration and possible action: Review of submitted proposals/qualifications, awarding the CDBG-MIT MOD – Administration Services contract (COSFTX-RFP/RFQ-008), and providing an effective date**

Acting City Manager/Finance Director Rudy Zepeda said that this grant is an allocation to the City of approximately \$3,200,000, with no matching funds needed. He read the bid amounts aloud and said that staff recommends that Langford Community Management Services, Inc. be awarded the contract.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to award COSFTX-RFP/RFQ-008 to Langford Community Management Services, Inc. upon receipt of an executed contract. The motion passed the roll call vote unanimously.

**7. Consideration and possible action: Review of submitted proposals/qualifications, awarding the CDBG-MIT MOD – Engineering contract (COSFTX-RFP/RFQ-009), and providing an effective date**

Acting City Manager/Finance Director Rudy Zepeda read the names of the three submitters aloud and said that staff recommends that IDS Engineering Group be awarded the contract.

Motion by Councilmember Collins, seconded by Councilmember Noto, to award COSFTX-RFP/RFQ-009 to IDS Engineering Group upon receipt of an executed contract. The motion passed the roll call vote unanimously.

**8. Consideration and possible action: Repair of the air conditioning unit at the Santa Fe Justice Center**

Acting City Manager/Finance Director Rudy Zepeda informed Council that an out-of-warranty air conditioning compressor has failed at the Justice Center. Court Administrator Lisa Snider said that the court moved into the building in 2014, so the compressor is likely eight years old. Staff has received one quote for \$6,257.95 for fixing the issue. Following a brief discussion, there was a motion by Councilmember Noto, seconded by Councilmember O'Brien, to direct staff to obtain additional quote from other companies for the work. The motion passed the roll call vote unanimously.

**9. Consideration and possible action: Appointment or reappointment of two City of Santa Fe elected or appointed officials to the Bayou Animal Services Corporation board**

Mayor Pittman and City Secretary Alun Thomas explained the need for the appointments and the conditions that must be met for a person to be eligible for appointment.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to appoint the City Manager and Councilmember Noto to represent the City of Santa Fe on the Bayou Animal Services Corporation board. The motion passed the roll call vote with a vote of four to one. Those voting for: Councilmember O'Brien, Councilmember Collins, Councilmember Dickerson, and Councilmember Marks. Those voting against: Councilmember Noto.

**10. Consideration and possible action: Adoption of a Resolution establishing a Comprehensive Plan Advisory Committee**

City Secretary Alun Thomas explained the need for the Comprehensive Plan Advisory Committee, which will help guide the creation of the upcoming Comprehensive Plan. The resolution, he explained, will create the Committee for a period of one year, after which it will automatically be disbanded.

Motion by Councilmember O'Brien, seconded by Councilmember Dickerson, to adopt the Resolution establishing a Comprehensive Plan Advisory Committee, as presented. The motion passed the roll call vote unanimously.

**11. Consideration and possible action: Appointment of members to the Comprehensive Plan Advisory Committee to serve a one-year term**

Acting City Manager/Finance Director Rudy Zepeda said that the City has received applications from people wishing to serve on the Committee, from: Dennis Wagner, Janet Davis, Bill Pittman, James Newman, Dan Seal, Robbie Nelson, Dr. Bott, Bob Wylie, Glennie Hefner, Fidencio Leija, Matt Johnson, Gina Bouvier, and Gina Welsh. He explained the purpose of the Committee, which is to engage the community and make decisions on public input under the guidance of the City's Comprehensive Plan consultant, Kimley-Horn. Council discussed whether it was wise to have picked people for the Committee, which some members of Council believed risked excluding new viewpoints from consideration.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to postpone making appointments to the Committee until Kimley-Horn can provide Council with clarification on the structure and role of the Committee. The motion passed the roll call vote unanimously.

**12. Consideration and possible action: City of Santa Fe Code of Ethics**

Councilmember Noto said that he is still not comfortable adopting the Code of Ethics as presented and said that the City should consider including the creation of an Ethics Review Board. He suggested that the City Attorney draft the complete Code of Ethics, rather than just provide the City with comments on this draft. In response to a question from Council, Acting City Manager/Finance Director Rudy Zepeda said that the cost to the City for this approach would be approximately \$3,500.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to authorize the Mayor to appoint two members of Council to work with the City Attorney and the City Secretary as needed to draft a Code of Ethics to present to Council. The motion passed the roll call vote unanimously.

**13. Consideration and direction: Adding a fulltime staff member position to serve as an Economic Development Coordinator reporting to the Economic Development Director, by providing administrative services to Santa Fe Economic Development Corporation and Santa Fe Chamber of Commerce**

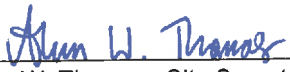
Acting City Manager/Finance Director Rudy Zepeda informed Council that the City Attorney recommended against such a position due to the complexities inherent to keeping the public (EDC) and the private (Chamber of Commerce) parts of the position completely separate. Council discussed the need to somehow support the Chamber of Commerce, and the possibility of the City employing a grant-funded position to help with public relations.

Announcements: None.

Summary of action from this agenda, request for future agenda items, and scheduling future meetings: The next regular Council meeting is currently scheduled for June 23.

Motion by Councilmember O'Brien to adjourn. The motion passed and the meeting adjourned at 8:01 p.m.

ATTEST:

  
\_\_\_\_\_  
Alun W. Thomas, City Secretary

  
\_\_\_\_\_  
BILL PITTMAN, MAYOR